

Education USA advisor

Job Description:

The EducationUSA advisor works with U.S. higher education professionals to promote international student enrollment and assist Panamanian students in accessing U.S. higher education opportunities. The position is 40 hours per week and the starting salary is \$900 per month.

Major duties and responsibilities

- To foster mutual understanding between the people of the United States and Panamanians;
- To work with U.S. higher education professionals to promote international student recruitment; provide international students with accurate, comprehensive, and current information about how to apply to U.S. colleges and universities;
- To hold weekly information sessions
- To help simplify the process a Panamanian/international student needs to follow to reach his/her goal of studying in the United States;
- To provide print and online promotional materials at CELI;
- To organize fairs to reach prospective student audiences and outreach events at local high schools and universities;
- To extend outreach beyond personal interaction, through websites, webinars, and social media platforms;

The EducationUSA advisor also helps promote study abroad opportunities for U.S. citizens and study abroad program development for U.S. higher education institutions;

Assists U.S. college and university recruiting and admission staff by providing information on trends in higher education overseas, foreign education systems, the importance of recruiting international students, how to utilize the network to recruit effectively;

Hosts college and university visits to CELI and at EducationUSA college fairs. Informs key contact persons and organizations about the US educational system and policies, and advises on possible strategies to increase the number of Panamanian students in the US. –

SUBMIT APPLICATION TO:

Center for English Language Immersion – CELI

Phone Number: 380-2200

E-mail: info@celionline.com,

Website: www.celionline.com

Address: Edificio Cromos primer piso ubicado en la Vía España frente a las Galerías Obarrio (al lado de Caja de Ahorros, casa matriz).